

AGENDA

TUSAYAN TOWN COUNCIL REGULAR MEETING

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03

Wednesday, June 3, 2015 at 6:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Tusayan Town Council and to the general public that the Tusayan Town Council will hold a meeting open to the public on Wednesday, June 3, 2015 at the Tusayan Town Hall Building. If authorized by a majority vote of the Tusayan Town Council, an executive session may be held immediately after the vote and will not be open to the public. The Council may vote to go into executive session pursuant to A.R.S. § 38-431.03.A.3 for legal advice concerning any matter on the agenda, including those items set forth in the consent and regular agenda sections. The Town Council may change, in its discussion, the order in which any agenda items are discussed during the course of the meeting.

Persons with a disability may request a reasonable accommodation by contacting the Town Manager at (928) 638-9909 as soon as possible.

As a reminder, if you are carrying a cell phone, electronic pager, computer, two-way radio, or other sound device, we ask that you silence it at this time to minimize disruption of today's meeting.

TOWN COUNCIL REGULAR MEETING AGENDA

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL

MAYOR GREG BRYAN

VICE MAYOR CRAIG SANDERSON

COUNCILMEMBER BILL FITZGERALD

COUNCILMEMBER AL MONTOYA

COUNCILMEMBER JOHN RUETER

❖ *One or two Council Members may attend by telephone*

3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA

Members of the public may address the Council on items not on the printed agenda. The Council may not discuss, consider or act upon any matter raised during public comment. Comments will be limited to three minutes per person.

Members of the audience who wish to speak to the Council on an item listed as Public Hearing should complete a Request to Speak Card and turn it into the Town Clerk. Speakers will be limited to three minutes each.

4. CEREMONIAL AND/OR INFORMATIONAL MATTERS

None

5. CONSENT AGENDA

Items on the consent agenda are routine in nature and will be acted on with one motion and one vote. Members of the council or staff may ask the mayor to remove any item from the consent agenda to be discussed and acted upon separately.

A. Minutes of the Town Council Regular Meeting on 5/21/15

B. Accounts Payable Billings

6. WORK GROUP AND COMMITTEE REPORTS

- A. Update on the Sports Complex Work Group**
- B. Update on the Planning and Zoning Commission**
- C. Update on Affordable Housing**

7. ACTION ITEMS

- A. Consideration, discussion, and possible approval of the Tentative Town Budget for Fiscal Year 2015-2016**
- B. Consideration, discussion, and possible approval of phases for land planning work for Kotzin Ranch by Catalyst Architecture**
- C. Consideration, discussion, and possible approval of supporting an effort by the Town of Mammoth, Arizona to increase state funding for small towns**
- D. Consideration, discussion, and possible action on Performance Evaluation of the Town Manager**

8. DISCUSSION ITEM

Update and Discussion of CDBG Project

9. TOWN MANAGER'S REPORT

10. FUTURE AGENDA ITEMS

11. COUNCIL MEMBERS' REPORTS

12. MAYOR'S REPORT

13. MOTION TO ADJOURN

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store in Tusayan, Arizona on this _____ day of May, 2015, at _____ pm in accordance with the statement filed by the Tusayan Town Council.

Signature of person posting the agenda

ITEM NO. 5A

TUSAYAN TOWN COUNCIL REGULAR MEETING

PURSUANT TO A.R.S. 38-431.02 & 38-431.03

THURSDAY, MAY 21, 2015 @ 6:00 PM

TUSAYAN TOWN HALL

845 Mustang Drive, Tusayan, AZ 86023

TOWN COUNCIL SUMMARIZED MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Vice Mayor Sanderson called the meeting to order at 6:09 pm and recited the Pledge of Allegiance.

2. ROLL CALL

Upon roll call the following were present:

MAYOR GREG BRYAN - excused

VICE MAYOR AL MONTOYA

COUNCILMEMBER BILL FITZGERALD

COUNCILMEMBER JOHN RUETER

COUNCILMEMBER CRAIG SANDERSON

Also present: Will Wright, Town Manager

3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA

None

4. CEREMONIAL AND/OR INFORMATIONAL MATTERS

Judge Robert Krombeen, Tusayan and Williams Magistrate, began by introducing Ruth Alvarado, Court Specialist at the Justice Court. He indicated there were several IT improvements he was planning to bring to Tusayan for better customer service for the residents of the town. First, they were going to arrange one day a week, probably Tuesday morning, to handle Tusayan cases and business. They are going to use the town's IT system to conference into the Council chambers a few Tuesday's a month. Their initial plan is to come here one Tuesday morning a month for a batch court to handle as many proceedings in person as can be arranged. The second improvement is to install an official payment office in about six months so local residents can make payments in town. When payments for fines or fees are spread over time then having a place locally for people to make these payments is convenient. Finally, there are times when interpretive services are needed for non-English speaking persons and they plan to utilize an application known as Stratas to assist with this interpretive service, which they will have available as needed. The Judge indicated that a jury trial will be held here in early June and he's working with the prosecutor and town staff on these arrangements.

5. CONSENT AGENDA

A. Consideration and possible approval of May 3, 2015 meeting minutes.

B. Accounts Payable Billings.

Councilmember Montoya made a motion to approve the Consent Agenda items for the minutes and accounts payable. Councilmember Fitzgerald seconded the motion and the vote was unanimous to approve the Consent Agenda.

6. WORK GROUP AND COMMITTEE REPORTS

A. Sports Complex Work Group

Will commented that they were still working to move this project forward but had run into some obstacles regarding the easements.

B. Planning & Zoning Commission

Will indicated that the Commission would be meeting on Tuesday the 26th for the follow up meeting on the IMAX sign Design Review request. Further, the Commission would be meeting on June 23rd to follow up on the draft of the Subdivision regulations.

C. Affordable Housing Committee

There was not a report for the affordable housing committee, except a brief comment on the Forest Service application meetings this week.

7. ACTION ITEMS

A. Consideration, discussion, and possible approval of phases for land planning work for Kotzin Ranch by Catalyst Architecture

Matt Ackerman and Barnabus Kane of Catalyst joined the meeting by conference call and reviewed their latest housing design option based on the input of Council and members of the community from previous meetings. They were able to walk through this proposed design by using the internet, Go To Meeting website, and received Council additional comments. They discussed the next steps outlined in Phase 2 of their project proposal, however Council asked for an interim step which would have Catalyst contact a Stilo representative as well as the Forest Service for input to design proposal. Further, they are to bring the town a cost proposal to print 2,000 mailers and working with staff develop survey questions that would gain more community input on housing options people would be most likely to use. Council also indicated that an Open House meeting would then be held to offer additional community input which should be part of the proposal. They put this proposal together for Council consideration at the June 3rd meeting. No further action was taken on Catalyst's proposal at this time.

B. Consideration, discussion, and possible approval of a proposal for completion of mapping the Town

Will reviewed the Woodson proposal for additional mapping to include areas in town with quadrangle data available for Tusayan. Woodson gave cost estimates for aerial mapping services for the area west of Highway 64 that would fill in the proposed accesses to Kotzin and the area north and east of the town where drainage improvements had been designated in a NEPA study performed for the Forest Service. Council discussion dismissed the high costs associated with having additional aerial services performed.

Councilmember Fitzgerald made a motion to have Woodson perform additional mapping for the town using existing survey data, such as quadrangle information, at a cost of about \$22,000. Councilmember Rueter seconded the motion and the vote carried unanimously.

C. Consideration, discussion, and possible approval of Town sign as a header for service organization signs

Will reviewed several sign design proposals from Northern Arizona Signs (NOAZ) with Council. After some discussion, Council decided they liked the Town's name as part of the logo that would then be placed on the left side of the sign. They also indicated that the message be in block lettering and read, 'Thank you for serving our community'. Will indicated, after discussing the life of vinyl lettering versus aluminum letters with Phil Keese, that the vinyl lettering option seemed best given the similar life of the signs and the much higher cost of aluminum lettering and logo.

Councilmember Rueter made a motion to have NOAZ Signs construct the vinyl lettering sign at a cost not to exceed \$2,500 as discussed by Council. Councilmember Fitzgerald seconded the motion and the vote was unanimous for the motion.

D. Consideration, discussion, and possible approval of Resolution 2015-04 and IGA between the Town and the Tusayan Sanitary District regarding Utility Mapping

Will indicated that this item had come before the Council in their previous meeting; however, the District had approved this resolution in their May 13th meeting. Will briefly explained where this cooperative effort originated and the concerns expressed by members of the District Board to formalize the sharing of information to comply with any federal restrictions about sharing of critical utility information, foregoing costs and to formalize this effort for at least two years between the entities to avoid potential confusion if people should change.

Councilmember Rueter made a motion to approve the IGA between the Town and the Sanitary District. Councilmember Fitzgerald seconded the motion. Councilmember Montoya felt the time constraints on the town for providing maps of draft plans was too restrictive and should have language that states the town will respond 'in a reasonable amount of time' added to item 4 of the IGA referencing draft plans. He gave this as a motion to amend the original motion that was seconded also by Councilmember Bill Fitzgerald. The motion to approve this IGA as amended carried unanimously.

8. DISCUSSION ITEM

Discussion of the preliminary budget for FY2015-16

Will reviewed the budget time frames with Council stating that the Tentative Budget will come to Council at their June 3rd meeting then the Final Budget will be presented on June 24th for approval. He then asked for any input to the allocations as shown in the budget documents. After a brief discussion, Will asked members of the Council to send him any questions or concerns before the Tentative Budget is presented, which after adoption can only be reduced before the final budget is approved.

9. MANAGER'S REPORT

Will indicated the report was in the Council packet and would be happy to answer any questions they may have on it, which none was received.

10. FUTURE AGENDA ITEMS

The future agenda items were also in the packet with the Catalyst proposal added for June 3rd meeting as well as the Mammoth informational item included with the Manager's Report regarding revenues for smaller cities/towns.

11. COUNCIL MEMBERS' REPORTS

Councilmember Fitzgerald commented on the Forest Service scoping meetings he'd attended. Vice Mayor Sanderson indicated he had made a presentation to members of the National Park Service regarding housing options.

12. MAYOR'S REPORT

None given as Mayor was excused

13. MOTION TO ADJOURN

Councilmember Montoya made a motion to adjourn at 9:42 pm and Councilmember Rueter seconded the motion, which carried unanimously.

Craig Sanderson, Vice Mayor

Date

ATTEST:

Melissa M. Drake, Town Clerk

CERTIFICATION

State of Arizona)
) ss.
Coconino County)

I, Will Wright, do hereby certify that I am the Town Manager of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Planning and Zoning Commission of the Town of Tusayan held on May 26, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 28th day of May, 2015

Will Wright, Town Manager

ITEM NO. 7A

OFFICIAL BUDGET FORMS

Town of Tusayan

Fiscal Year 2016

Town of Tusayan
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2016

Fiscal Year	S c h	FUNDS								Total All Funds
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds		
2015	Adopted/Adjusted Budgeted Expenditures/Expenses*	1,942,500	325,000	0	583,300	0	1,200,000	0	4,050,800	
2015	Actual Expenditures/Expenses**	1,158,814	189,750	0	13,825	0	0	0	1,362,189	
2016	Fund Balance/Net Position at July 1***								0	
2016	Primary Property Tax Levy	0							0	
2016	Secondary Property Tax Levy								0	
2016	Estimated Revenues Other than Property Taxes	3,419,250	1,509,750	0	0	0	1,200,000	0	6,129,000	
2016	Other Financing Sources	0	0	0	0	0	0	0	0	
2016	Other Financing (Uses)	0	0	0	0	0	0	0	0	
2016	Interfund Transfers In	0	0	0	0	0	0	0	0	
2016	Interfund Transfers (Out)	0	0	0	0	0	0	0	0	
2016	Reduction for Amounts Not Available:									
LESS: Amounts for Future Debt Retirement:									0	
									0	
									0	
									0	
2016	Total Financial Resources Available	3,419,250	1,509,750	0	0	0	1,200,000	0	6,129,000	
2016	Budgeted Expenditures/Expenses	2,362,200	1,557,500	0	1,009,300	0	1,200,000	0	6,129,000	

EXPENDITURE LIMITATION COMPARISON

1. Budgeted expenditures/expenses

2. Add/subtract: estimated net reconciling items

3. Budgeted expenditures/expenses adjusted for reconciling items

4. Less: estimated exclusions

5. Amount subject to the expenditure limitation

6. EEC expenditure limitation

2015

2016

\$ 4,050,800 \$ 6,129,000

4,050,800 6,129,000

\$ 4,050,800 \$ 6,129,000

\$ \$

EXPENDITURE LIMITATION COMPARISON

1. Budgeted expenditures/expenses
2. Add/subtract: estimated net reconciling items
3. Budgeted expenditures/expenses adjusted for reconciling items
4. Less: estimated exclusions
5. Amount subject to the expenditure limitation
6. EEC expenditure limitation

	2015	2016
\$	4,050,800	\$ 6,129,000
	4,050,800	6,129,000
\$	4,050,800	\$ 6,129,000

The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

* Includes Expenditure/Expense Adjustments Approved in the current year from Schedule E.

** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts on this line represent Fund Balance/Net Position amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

**Town of Tusayan
Revenues Other Than Property Taxes
Fiscal Year 2016**

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
GENERAL FUND			
Local taxes			
Town sales tax	\$ 2,300,000	\$ 3,100,000	\$ 3,000,000
Licenses and permits			
Business licenses	100	325	350
Permit fees	50,000	22,500	25,000
Intergovernmental			
State shared urban revenue	182,400	162,000	180,600
State shared sales tax	50,000	48,000	53,300
Charges for services			
Fines and forfeits			
Interest on investments			
Interest	5,000	5,000	10,000
In-lieu property taxes			
Contributions			
Voluntary contributions			
Miscellaneous			
Federal reimbursement for National Park reopening			150,000
Total General Fund	\$ 2,587,500	\$ 3,337,825	\$ 3,419,250

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**Town of Tusayan
Revenues Other Than Property Taxes
Fiscal Year 2016**

[illegible]

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**Town of Tusayan
Revenues Other Than Property Taxes
Fiscal Year 2016**

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
DEBT SERVICE FUNDS			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Debt Service Funds	\$	\$	\$
CAPITAL PROJECTS FUNDS			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Capital Projects Funds	\$	\$	\$

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**Town of Tusayan
Revenues Other Than Property Taxes
Fiscal Year 2016**

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
PERMANENT FUNDS			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Permanent Funds	\$	\$	\$
ENTERPRISE FUNDS			
Water Enterprise fund	\$ 1,200,000	\$	\$ 1,200,000
	\$ 1,200,000	\$	\$ 1,200,000
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Enterprise Funds	\$ 1,200,000	\$	\$ 1,200,000

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**Town of Tusayan
Revenues Other Than Property Taxes
Fiscal Year 2016**

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
INTERNAL SERVICE FUNDS			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Internal Service Funds	\$	\$	\$
TOTAL ALL FUNDS	\$ <u>4,179,555</u>	\$ <u>3,574,690</u>	\$ <u>6,129,000</u>

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**Town of Tusayan
Expenditures/Expenses by Fund
Fiscal Year 2016**

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2015	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2015	ACTUAL EXPENDITURES/ EXPENSES* 2015	BUDGETED EXPENDITURES/ EXPENSES 2016
GENERAL FUND				
Mayor & Council	\$ 87,000	\$	\$ 50,885	\$ 100,700
Manager & Support	432,000		265,004	411,500
Legal Services	144,000		25,000	235,000
Planning & Studies	240,000		84,775	285,000
Court & Prosecutor	20,000		18,500	21,500
Development & Permits	90,000		25,000	87,500
Public Safety	505,000		445,000	685,000
Facilities & Grounds	83,500		44,450	83,500
Parks & Recreation	91,000		75,200	152,500
Contingency	250,000		125,000	300,000
Total General Fund	\$ 1,942,500	\$	\$ 1,158,814	\$ 2,362,200
SPECIAL REVENUE FUNDS				
HURF & Vehicle License taxes	\$ 75,000	\$	\$ 4,750	\$ 82,500
Trust & Agency - Stilo	50,000		16,000	550,000
Grant funds - CDBG & Broadband	200,000		169,000	925,000
Total Special Revenue Funds	\$ 325,000	\$	\$ 189,750	\$ 1,557,500
DEBT SERVICE FUNDS				
Total Debt Service Funds	\$	\$	\$	\$
CAPITAL PROJECTS FUNDS				
Capital Improvements	\$ 583,300	\$	\$ 13,625	\$ 1,009,300
Total Capital Projects Funds	\$ 583,300	\$	\$ 13,625	\$ 1,009,300
PERMANENT FUNDS				
Total Permanent Funds	\$	\$	\$	\$
ENTERPRISE FUNDS				
Water Enterprise fund	\$ 1,200,000	\$	\$	\$ 1,200,000
Total Enterprise Funds	\$ 1,200,000	\$	\$	\$ 1,200,000
INTERNAL SERVICE FUNDS				
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$ 4,050,800	\$	\$ 1,362,189	\$ 6,129,000

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

REVENUES	FY2014-15	Actual Jul-Dec '14	FY2015-16
General Fund			
1-3110 · Urban Revenue Sharing	\$ 182,400	\$ 75,660	\$180,600
1-3120 · City Sales Tax	\$2,300,000	\$ 1,670,938	\$3,000,000
1-3130 · State Sales Tax	\$50,000	\$ 15,924	\$53,300
1-3200 · Business Licenses	\$100	\$ 350	\$350
1-3210 · Permit Fees	\$75,000	\$ 1,968	\$25,000
1-3600 · Miscellaneous Income	\$0	\$ -	\$150,000
1-3610 · Interest Income	\$5,000	\$ 1,190	\$10,000
Total General Fund	\$2,612,500	\$ 1,766,030	\$3,419,250
Street Fund			
2-3140 · HURF	\$ 55,000	\$ 14,973	\$59,765
2-3150 · Vehicle License Tax	\$23,800	\$ 7,996	\$24,985
Total Street Fund	\$78,800	\$ 22,969	\$83,565
Other			
3- Water Enterprise Fund	\$1,200,000	\$ -	\$1,200,000
4-3650 · Receipts-StiloGroup Development	\$0	\$ 3,865	\$500,000
5-3650 · Receipts - Grant	\$200,000	\$ 11,250	\$925,000
Total Income	\$4,091,300	\$ 1,804,114	\$6,129,000
Expenditures	\$ 4,050,800		\$6,129,000
11 · Mayor & Council			
11-4156 · Technology Stipend	\$6,000	\$ 416	\$5,000
11-4160 · Travel & Training	\$ 20,000	\$ 1,601	\$18,000
11-4260 · Employee & Volunteer Program	\$ 5,000	\$ -	\$2,500
11-4310 · Public Notices and Advertising	\$ 12,500	\$ 2,457	\$10,000
11-4380 · Office Supplies	\$ 5,000	\$ 1,713	\$5,000
11-4390 · Insurance	\$ 10,000	\$ 9,252	\$20,000
11-4410 · Licenses, Permits, Fees	\$ 12,500	\$ 9,764	\$17,500
11-4430 · Council Member Compensation	\$ 15,000	\$ 4,800	\$19,200
11-5150 · Elections	\$ 10,000	\$ 4,869	\$3,500
Total 11 · Mayor & Council	\$ 87,000	\$ 34,871	\$100,700
12 · Manager & Support			
12-4160 · Travel & Training - Other	\$ 14,000	\$ 4,665	\$16,000
12-4165 · Public Relations & Events	\$ 5,000	\$ -	\$2,500
12-4360 Marketing/Promotional	\$ 100,000	\$ 4,793	\$100,000
12-4380 · Office Supplies	\$ 4,000	\$ 1,242	\$5,000
12-4380 · Office Supplies - Other	\$ -	\$ -	\$12,000
12-4430 · Employees	\$ 210,000	\$ 89,461	\$210,000
12-4431 · Contract Services - Other	\$ -	\$ -	\$0
12-4443 Part-time/Seasonal Employees	\$ -	\$ -	\$5,000
12-4450 · ASRS Initiation Fee	\$ 50,000	\$ 28,075	\$0
12-5010 · Audit	\$ 10,000	\$ 11,779	\$12,000
12-5011 · Bookkeeping Services	\$ 20,000		\$20,000
12-5400 · Telephone	\$ 5,000	\$ 544	\$4,000
12-5410 · Internet/Web	\$ 9,000	\$ 227	\$20,000
12-5420 · Consulting Services - Misc.	\$ 5,000	\$ 474	\$5,000
Total 12 · Manager & Support	\$ 432,000	\$ 141,258	\$411,500
13 · Legal Services			
13-4310 Advertising	\$	\$ -	
13-4420 General Counsel	\$ 84,000	\$ 10,154	\$85,000
13-4421 · Special Counsel	\$ 10,000	\$ -	\$10,000
13-4431 · Contract Services	\$ 50,000	\$ -	\$140,000
Total 13 · Legal Services	\$ 144,000	\$ 10,154	\$235,000

14 - Planning & Studies					
14-4411 - Housing Needs Study	\$	40,000	\$	-	\$40,000
14-4412 - General Plan Update	\$	-	\$	-	\$0
14-4413 - General Engineering	\$	25,000			\$60,000
14-4414 - Re-Write Zoning Code Project	\$	20,000	\$	19,675	\$0
14-4415 - Contract Planning Services	\$	60,000	\$	10,228	\$60,000
14-4416 - Subdivision Regulations	\$	35,000	\$	6,044	\$0
14-4431 - Contract Services					\$75,000
14-7064 - Parking Study	\$	20,000			\$10,000
14-7070 Planning&Design for Town Parcel	\$	40,000	\$	-	\$40,000
Total 14 - Planning & Studies	\$	240,000			\$285,000
15 - Court & Prosecutor					
15-4421 - Contract Prosecutor/Defender	\$	20,000	\$	8,807	\$21,500
15-4431 - Contract Services					
Total 15 - Court & Prosecutor	\$	20,000	\$	8,807	\$21,500
16 - Development & Permits					
16-4412 - Building Permit Services	\$	50,000			\$50,000
16-4413 - Plan Review	\$	25,000			\$25,000
16-4414 - Advertising	\$	7,500			\$5,000
16-4415 - Supplies & Printing	\$	2,500			\$5,000
16-4416 - Fiber Optic Implementation	\$	-			\$0
16-441 - Drainage Study/Model Update	\$	-			\$0
16-441 - Bus Stop Art Program/Public Art	\$	-			\$0
16-441 - Trail System & Improvements	\$	-			\$0
16-4431 - Contract Services	\$	-			\$2,500
Total 16-4431 - Contract Services	\$	90,000			\$87,500
17 - Public Safety					
17-4431 - Sheriff	\$	360,000	\$	113,648	\$350,000
17-4432 - Public Safety - Special Events	\$	10,000	\$	-	\$10,000
17-4433 - Law Enforcement Needs Study	\$	-	\$	-	\$0
17-4434 Public Safety Enhancements	\$	25,000	\$	-	\$10,000
17-4435 Fire District Subsidy	\$	100,000	\$	29,029	\$300,000
17-4436 Animal Control - County Health	\$	10,000	\$	-	\$12,000
17-4437 Miscellaneous (Grant Match, etc.)					\$3,000
Total 17 - Public Safety	\$	505,000	\$	144,677	\$685,000
18 - Facilities & Grounds					
18-4390 - Insurance	\$	6,000	\$	-	\$0
18-4490 - Custodial & Supplies	\$	10,000	\$	336	\$6,000
18-4700 Maintenance Facilities	\$	10,000	\$	242	\$10,000
18-5420 - Utilities	\$	20,000	\$	5,075	\$18,000
18-6250 - Rent Expense	\$	30,000	\$	14,183	\$27,500
18-7020 - Office Furniture	\$	3,750	\$	-	\$3,000
18-7030 - Equipment	\$	3,750	\$	1,246	\$12,500
18-7055 - Tusayan Employee Housing Project					
18-7056 - Town Hall Parking Improvements					
Total 18 - Facilities & Grounds	\$	83,500	\$	21,083	\$83,500

19 - Parks & Recreation				
19-4430 - Employees		\$	-	\$50,500
19-4443 Part-time/Seasonal Employees		\$	-	\$12,000
19-4700 - Maintenance	\$ 36,000	\$	23,822	\$40,000
19-4701 - Park Development Old				
19-4702 .Project Planning	\$ 25,000	\$	-	\$40,000
19-7040 Vehicles/Equipment	\$ 20,000	\$	4,728	\$0
19-7041 - Vehicle Operation	\$ 10,000	\$	2,931	\$10,000
Total 19 - Parks & Recreation	\$ 91,000	\$	31,482	\$152,500
20 - Capital Improvement Projects				
20-4416 Fiber Optic Improvements	\$ 80,000	\$	-	\$490,000
20-4701 - Park Development	\$ 150,000	\$	838	\$239,300
20-7055 Tusayan Employee Housing Project	\$ -			\$0
20-7056 Town Hall Parking Improvements	\$ 20,000	\$	11,793	\$5,000
20-7058 Tusayan Affordable Housing	\$ 50,000			\$100,000
20-7059 Natural Gas Extension	\$ 60,000			\$0
20-7060 Drainage Improvements	\$ 115,000			\$100,000
20-7061 Bus Stop/Crosswalk	\$ 40,000			\$25,000
20-7062 Trail System Improvements	\$ 38,300			\$50,000
20-7063 Utility Undergrounding Study	\$ 30,000			\$0
Total 20 - Capital Improvement Projects	\$ 583,300	\$	12,631	\$1,009,300
21 - Contingency				
Total 21 - Contingency	\$ 250,000	\$	51,116	\$300,000
21-1000 - Contingency	\$ 250,000	\$	51,116	\$300,000
2 - Street Fund				
2-4484 - Maintenance - Sidewalk	\$ 45,000	\$	46	\$20,000
2-4485 - Maintenance - Landscape	\$ 20,000	\$	1,470	\$40,000
2-4486 Maint - Bus Stop/Crosswalk	\$ 10,000			\$22,500
Total 2 - Street Fund	\$ 75,000	\$	1,516	\$82,500
3-1001 Water Enterprise Fund	\$ 1,200,000	\$	-	\$1,200,000
Other				
4-4650 - Disbursements-StiloGroup Devel.	\$ 50,000	\$	4,120	\$550,000
5-4650 - Disbursments - Grant	\$ 200,000	\$	-	\$925,000
5100 - Bank Service Charges				
5145 - Miscellaneous Expense				
6340 - Interest Expense				
Total Expense	\$ 4,050,800	\$	566,518	\$ 6,129,000
Net Income	\$ 40,500			\$0

Cost Center Purpose		Description
Mayor and Council		Direct expenses related to Mayor & Council, & all other costs of operating the community not assigned to other cost centers
11-4156	Technology Stipend & Equipment	Payment to Mayor and Council for computer, cell phone and technology costs incurred as an elected official
11-4160	Travel & Training	Costs to travel and register for meetings & town business
11-4260	Employee & Volunteer Program	To recognize volunteers and employees for good work
11-4310	Public Notices and Advertising	Costs of legal notices and publications required by law except for planning and zoning
11-4380	Office Supplies	Costs of supplies and purchases to support the Mayor and Council
11-4390	Insurance	Costs of general operating and liability insurance for the Town of Tusayan
11-4410	Licenses, Permits, Fees	Costs of dues for the Town of Tusayan (League of Cities, NW Mayors, etc.)
11-4430	Council Member Compensation	Allowance for Mayor and Council to receive compensation for serving as elected officials
11-5150	Elections	Costs (publication, fees, etc.) for conducting elections for Tusayan
Manager & Support		The costs of the Town Manager, Town Clerk and finance and accounting costs and services for Tusayan
12-4160	Travel & Training	Costs to travel and register for meetings & town business
12-4165	Public Relations & Events	Costs of promotion and funding special events
12-4360	Marketing/Promotional Supplies	Cost of advertising to promote Tusayan as a destination
12-4380	Office Supplies	Costs of supplies for Manager, Clerk and finance activities
12-4430	Employees	Costs of employee salaries and benefits
12-4431	Contract Services - Other	Costs to contract for miscellaneous services
12-4450	ASRS Initiation Fee	One time expense to join ASRS
12-5010	Audit	Cost of annual audit
12-5011	Bookkeeping Services	Cost of bookkeeping services
12-5400	Telephone	Cost of phone services for Town Hall
12-5410	Internet/Web	Cost of establishing and maintaining a Tusayan website
12-5420	Consulting Services - Misc.	Costs of contract consulting services
Legal Services		General Counsel and litigation costs incurred by the Town
13-4310	Advertising Notice	There should be no costs, unless there is court ordered publication of litigation or defense actions
13-4420	General Counsel	Cost of services of William Sims as contract general counsel
		Cost of special counsel services as may be appointed by the Mayor and Council for legal advice on a specialized issue outside of General Counsel services
13-4421	Special Counsel	Costs to contract for miscellaneous legal services
13-4431	Contract Services	Cost of contract legal services defending Tusayan in litigation; or paying for litigation authorized by Council
13-4432	Litigation Allowance	Studies to plan for facilities and services for the development and operation of Town of Tusayan
Planning & Studies		Cost of contract services to review housing needs and development options for private ownership and rental of property within Tusayan
14-4411	Housing Needs Study	Cost of contract services to develop a General Plan for Tusayan as required by state law
14-4412	General Plan Update	General engineering costs not associated with an application for zoning or building
14-4413	General Engineering	Cost of contract services to amend and develop building and zoning codes for Tusayan from the Coconino County standards
14-4414	Rewrite Zoning Code Project	Cost of general planning services and costs not directly tied to an application for zoning or building
14-4415	Contract Planning Services	Cost of contract services to develop Subdivision Regulations for Tusayan
14-4416	Subdivision Regulations	Costs to contract for miscellaneous planning & studies
14-4431	Contract Services	Cost of conducting a Parking Study and applicable regulations
14-7064	Parking Study	Planning & Design for Town Parcel
14-7070	Planning & Design for Town Parcel	

Court & Prosecutor		The costs of Prosecution and Municipal Court activity incurred by Town
15-4421	Contract Prosecutor/Defender	Cost of contracted prosecution services for Tusayan
15-4431	Contract Services	Costs to contract for miscellaneous legal services
Development and Permits		The direct costs for processing applications for planning, zoning and building permits and any other project directly tied to development
16-4412	Building Permit Services	Costs incurred by Wildan Engineering to process building permits
16-4413	Plan Review	Contract costs incurred to process zoning and planning permit applications
16-4414	Advertising	Costs directly related to public notice advertising for planning and zoning applications
16-4415	Supplies & Printing	Costs to support planning, zoning and permit activities in Tusayan
16-4431	Contract Services	Costs to contract for miscellaneous services
Public Safety		The costs incurred to enforce laws within Tusayan
17-4431	Sheriff	Cost of contract services with Coconino County Sheriff for law enforcement within Tusayan
17-4432	Public Safety - Special Events	Additional costs of special events requiring additional traffic control or law enforcement presence to support the activities
		Cost of contract services to investigate the feasibility and most appropriate long term law enforcement option (contract, in house, etc.) to serve Tusayan
17-4433	Law Enforcement Needs Study	Cost of Driver Feedback Signage, AIRS project
17-4434	Public Safety Enhancements	Cost of supporting Town of Tusayan Fire Department
17-4435	Fire District Subsidy	Cost of contract services with Coconino County Health Department for animal control services
17-4436	Animal Control - County Health	Costs for matching funds for grant(s)
17-4437	Miscellaneous (Grant Match)	The direct costs of Town owned facilities including Town Hall and Housing
Facilities & Grounds		All insurance costs specific to Town Hall and Housing facilities (property & Casualty)
18-4390	Insurance	Cost of cleaning and custodial services for all Town Facilities
18-4490	Custodial & Supply	Costs of maintaining facilities and grounds
18-4700	Maintenance Facilities	All utility costs associated with Town Hall and Housing facilities
18-5420	Utilities	Rental agreement costs with ADOT for Town Hall and Housing ground rental agreements
18-6250	Rent Expense	Cost of furniture & fixtures to be used in the Town Hall
18-7020	Office Furniture	Costs for any equipment or tools needed for facilities and grounds
18-7030	Equipment	Costs for any improvements to employee housing
18-7055	Tusayan Employee Housing Project	Cost of improving parking for Town Hall
18-7056	Town Hall Parking Improvements	
Parks & Recreation		The costs of planning, developing, constructing, operating and maintaining parks, open space & recreation facilities
19-4430	Employees	Personnel costs for maintenance worker
19-4443	Part-time/Seasonal Employees	Personnel costs for part-time/seasonal maintenance worker(s)
19-4700	Maintenance	Cost of maintenance and operating costs of all Town park and recreation programs and facilities
19-4701	Park Development old	Town share of the costs of developing the identified parks, open space and recreation facilities
19-4702	Project Planning	Cost of studies to determine costs, locations and needs for parks and recreation facilities
19-7040	Vehicle/Equipment	Cost of additions to vehicle/equipment for maintaining town parks and property
19-7041	Vehicle/Equipment Operation	Cost of ongoing maintenance, operations, fuel and insurance on town vehicles

Capital Improvement Projects		The costs of planning, developing, constructing, operating and maintaining parks, open space
20-4416	Fiber Optic Implementation	Develop a comprehensive strategy to improve internet service within Tusayan
20-4701	Park Development	Partnering with the Grand Canyon School District, build a community park in multiple phases that will include ball fields, play equipment (tot lot), restrooms, a group ramada, and other amenities. A masterplan for the park has been prepared and prioritization of phases is on-going.
20-7055	Tusayan Employee Housing Project	Design and install housing units and associated utilities for Town employees
20-7056	Town Hall Parking Improvements/Sidewalks	Construct improvements to the parking lot around Town Hall facilities.
20-7058	Tusayan Affordable Housing Project (40 acre dedication)	Develop 40 acres of land to be dedicated to the Town for provision of affordable housing for Tusayan residents
20-7059	Natural Gas Extension	In partnership with Grand Canyon National Park, design and construct a natural gas line extension to service Tusayan residents
20-7060	Drainage Improvements	Conduct a drainage analysis of the Town of Tusayan to supplement previous flood analysis prepared by the National Forest Service
20-7061	Bus Stop/Crosswalk	Costs for improvements to crosswalks and/or bus stops
20-7062	Trail System & Improvements	Develop and improve access and connections to existing trails around Town of Tusayan
20-7063	Utility Undergrounding Study	Identify potential areas for undergrounding of overhead utilities to improve community aesthetics
Contingency		The unexpected costs that may occur during the year
21-1000	Contingency	To account for the unexpected costs that may occur during the year
Street Fund		The costs of various street fund related expenses
2-4484	Sidewalk Maintenance	Cost of maintaining sidewalks
2-4485	Landscape Maintenance	Cost of maintaining landscapes along highway 64, including irrigation
2-4486	Bus Stop/Crosswalk Maintenance	Cost of maintaining bus stops
Other Funds		
3-1001	Water Enterprise Fund	Costs associated with acquisition and operation of water company
4-4650	Disbursements - Stilo Group Devel	Costs associated with any improvements to Town's 20 acres and Stilo developments
5-4650	Disbursements - Grant	Costs associated with CDBG grant and/or other possible grants like broadband improvements

ITEM NO. 7B



Will Wright <tusayantownmanager@gmail.com>

Catalyst "Interim Step" Proposal

1 message

Matthew B Ackerman LEED-AP AIA <mba@catalystarchitecture.com>

Thu, May 28, 2015 at 11:57 AM

To: Greg Bryan <gbtusayan@gmail.com>, Craig Sanderson <sandersoncraig@gmail.com>, Al Montoya <almtusayan@hotmail.com>, Bill Fitzgerald <fitzgeraldbill9@gmail.com>, John Rueter <rueter.jw@gmail.com>
 Cc: Will Wright <tusayantownmanager@gmail.com>, "Melissa M. Drake" <tusayanclerk@gmail.com>, Barnabas Kane <bkane@tbkadesign.com>, Dustin Wright <drafting@tbkadesign.com>

Dear Mayor Bryan, Vice Mayor Sanderson, and Tusayan Councilmembers:

Please find an outline of the next recommended "Interim Steps" as directed during our last virtual presentation meeting in Tusayan. Feel free to call with any questions or concerns.

ITEM	STEP	FEE
1	Meeting w/Forest Service (BK, MA + ToT Project Representative)	780
2	Meeting w/Stilo Group (BK, MA)	780
3	Review Mtg. and 1/2 day brainstorming session in Tusayana and at project site with Design Team, Civil Engineer, and ToT Project Representative. Project Representative will only be needed for ±2 hours worth of the review and brainstorming session.	4,000
4	Mailer (design and production)	1500*
5	Non-Presentation technical plan showing property boundaries and road ROWs only	600
6	Option 6 Presentation Drawing (similar in quality and detail to the previous options)- incorporating any approved ToT input from our last meeting, any public input from the mailers, and our Forest Service and Stilo Group meetings.	3,500-5000**
	TOTAL	\$11,160-12,660

** Depending on how significant the approved revisions are.

* This number is an estimate only- to be handled as a reimbursable cost- which will be billed at cost plus a .10% markup.

Sincerely,
 Matt Ackerman

--

matt ackerman, LEED-AP AIA

catalyst architecture, llc

earth-conscious
 architecture
 community design
 & planning

Prescott | Flagstaff

ITEM NO. 7C

Town Of Mammoth



May 15, 2015

To: County Board of supervisors, Town Mayors and Managers from Donald Jones Mayor of Mammoth. I am writing this letter asking for your support on the below listed items.

As most of you know the small towns in Arizona are shrinking in size due to the larger cities and town expansions. State Shared Revenue allows an extra 3% for towns over 300,000 in population. I feel this is working backwards and small towns should receive this 3%. As larger towns grow, they shrink our piece of the pie and funding is decreased for small towns. I feel at the rate larger cities and towns are growing, small towns will die in less than 20 years. I am targeting towns with populations under 5,000.

I am submitting this proposal to Pinal County Supervisors with the hope of introducing a bill with these facts for their review. I have one Senator backing this idea and will support it if it passes the County Supervisors. I feel this is a bipartisan issue for the good of all small towns and will be asking for more Senators for their support. I also need support from other Town Managers and Mayors to increase State Shared Revenue to all small towns.

Legislature needs to be aware small towns are in an emergency situation

There are funds available in these areas:

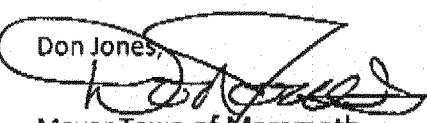
- Drivers licensing: Now issued to age 65. Change to 5 years at \$25.00.
- 5% of lottery sales to towns where sales were generated (their county).
- 5% increase from State Shared Revenue.

Town Name _____

Mayor/Town Manager _____

Thanks for your support in my effort to increase small town funding.

Don Jones,


Mayor Town of Mammoth

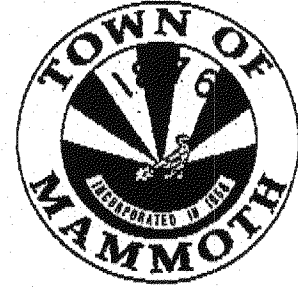
Handicapped individuals with special accessibility needs may contact the ADA Coordinator for the Town of Mammoth, at (520) 487-2331. (V/TDD)

Telephone
(520) 487-2331 V/TDD

Mailing: P.O. Box 130, Mammoth, Arizona 85618
Street: 125 N. Clark Street, Mammoth, Arizona 85618
e-mail townofmammoth@theriver.com

FAX
(520) 487-2152

Town Of Mammoth



125 North Clark Street
P.O. Box 130
Mammoth, AZ 85618
Phone: 520-487-2331
Fax: 520-487-2152

TO: All Town Managers & Mayors

DATE: May 18, 2015

FAX: _____

TOTAL # OF PAGES (Including coversheet): 2

FROM: Mayor, Don Jones

SUBJECT: Larger funding for small towns

MESSAGE: We look forward to hearing
from you and your support.

Thanks!

ITEM NO. 8

TOWN OF TUSAYAN

at the entrance to Grand Canyon National Park



DATE: May 28, 2015

TO: Mayor and Council Members

FROM: Will Wright, Manager *WWR*

SUBJECT: CDBG Restroom and ADA Improvements Project

Staff is requesting Council to change portions of the CDBG project due to time constraints with the processing of construction contracts and purchases as well as legal limitations that have arisen making it difficult for the town to proceed as planned to tie into a private property owner's utilities to service the park. Further, this CDBG project concludes at the end of this calendar year, which means the town must complete the installation of the prefabricated restroom and construct the ADA walking/parking improvements by October in order to miss any restrictions brought on by winter weather. The legal hurdles that have arisen pertain to the town's ability to simply install utility lines from a source in a CC&N or Designated Management Area of an existing utility. For these reasons, it is proposed that Council allow staff to make a course correction to put in a vault and haul wastewater system and consider a tank for water storage to service a water fountain and/or sinks.

It is important to point out that these recommended changes may initially cost less than the anticipated construction. However, they will add ongoing operational costs with the pumping and hauling of wastewater and the hauling of water to fill the tank to provide water to a proposed water fountain and/or sinks. It is worth noting that this project does not require water so the Council could choose to eliminate or delay putting in a water fountain and/or sinks until the water utility became available to the park site. It is expected that this restroom facility would stub out lines for both sewer and water to allow connection to these utilities at the time they become available to this area.

Once Council makes a decision, Woodson plans to bring this new design with estimated costs to the June 24th Council meeting. The bid package would then be finalized and sent out to solicit bids for this work.

ITEM NO. 9

MANAGER'S REPORT

June 3, 2015

1. ADMINISTRATION: The County Development Director continues to work on an IGA for the County to provide the building services for the town.
2. ADOT – The town has approved a blanket permit in order to maintain landscaping and sidewalk maintenance along Highway 64. However, we were told that any tree and shrub replacement will require a permit. Further, ADOT indicated to staff that the Flagstaff District does not allow banners in their rights-of-way.
3. BROADBAND – Canyon Horizon put in equipment, etc. to start streaming in May, but there continues to be an issue about the ability to mute the streaming. STS consultant, Bill Bolin continues to work with area representatives to determine any partnering opportunities as well as work with Vic of TeamFishel, who is putting in a design of the town distribution system.
4. CDBG – Rick of Woodson is working to shift the town's utility efforts to a vault and haul system as well as a tank for minimal water use, which will be reviewed by the Council in upcoming meetings
5. DEVELOPMENT/P&Z MEETING – Woodson received input on the latest draft of the Subdivision regulations and anticipates returning a draft in early June for the Commission to consider at their June 23rd meeting. Willdan is waiting to start a review of the updated Zoning Code after the Subdivision regulations are done.
6. DRAINAGE – Woodson's team continues to work on the IEA and Hydrologic Analysis as well as to initiate the process to make drainage improvements identified in the Tusayan Study for several detention basins. Woodson's plan is ultimately provide FEMA data/reports in order to re-designate floodplain areas through town with County coordination and support.
7. MUNICIPAL CODE – Council has basically reviewed all the various chapters of the Municipal Code and will get these drafts to the attorney to ensure they're legal. It is hoped to have them fully reviewed and ready for final adoption by August of this year. Further, the Subdivision regulations as well as the updated Zoning code need to be considered and added to this code.
8. SPORTS COMPLEX – Staff is replacing the logs around the parking areas with rocks, which are permanent. Woodson continues to put together the bid package for the dirt work to install the sports fields.
9. STILO – The scoping meetings were held by the Forest Service and the packet is available at www.fs.usda.gov/project/?project=46776 that provides specifics of the project. Additional information on the Town of Tusayan Proposed Roadway Easements is available at www.fs.usda.gov/goto/TusayanEasement. The period to receive comments on the proposed action will be open until June 2nd and may be provided in the following ways:

Online: www.fs.usda.gov/project/?project=46776 (Click "Comment on Project")
Email: comments – southwestern-kaibab@fs.fed.us Subject line: Tusayan Roadway Easements
US Mail: ATTN: Deirdre McLaughlin
Kaibab National Forest
Williams Ranger District
742 S. Clover Road
Williams, AZ 86046
Fax: 928-635-5680 Subject Line: Tusayan Roadway Easements
10. TRAINING AND MEETINGS: 1) APS Energy Update is scheduled for June 4th in Flagstaff; 2) Local Government Seminar on June 16th in Flagstaff offered by Hinton Burdick; 3) The 2015 League Annual Conference will be held in Tucson at the Starr Pass Resort, August 18-21 so let staff know if we can be of assistance with registration and hotel accommodations.